



ATTENDANCE PROCEDURES

Deirdre E. Myles

Data Manager

Deirdre.Myles@UCPS.K12.NC.US



Hello Parents/Guardians,

Welcome to the Marvin 2026-2027 school year. In order to reduce the amount of paper, duplicate emails and notes, I wanted to share with you some guidelines when submitting an absence for your child.

- **If your child will be absent from school for a full day:**

CHOOSE ONE

- **Option 1 (Preferred)** – Enter absence in SDM (School Dismissal Manager) that morning and indicate the reason.

OR

- Option 2 – Email teacher AND copy Data Manager (Deirdre.Myles@ucps.k12.nc.us) about reason for absence.

- **If your child comes in late or leaves early:**

- When you arrive at school, sign your child in or out via SDM (School Dismissal Manager) and indicate reason. **A copy of a doctor's note is required in order for a tardy or early dismissal to be excused.** Please email a copy of the doctor's note to the Data Manager - Deirdre.Myles@ucps.k12.nc.us.

REMINDERS

1. Please read and familiarize yourself with the Board of Education Attendance policy (Chapter 4-01), specifically the **EXCUSED** absence section.
2. Please check your child's attendance frequently on the Parent Portal. . **Excuses from parents must be received within the current grading period. Doctors notes will be accepted any time.**
3. With notification from a parent, 5 consecutive or 5 cumulative days of absence may be excused per semester. After 5 consecutive or cumulative absences, a physician's note may be required to excuse absences due to illnesses for the remainder of the semester.
4. If your child leaves school prior to 10:45 AM, it is considered a full day's absence.
5. If your child arrives to school after 10:45 AM, it is considered a full day's absence.